

2359

AGREEMENT

FOR

THE COMMERCIAL TOWNSHIP ADMINISTRATIVE SECRETARIES

AND

THE COMMERCIAL TOWNSHIP BOARD OF EDUCATION

JULY 1, 1995

Through

JUNE 30, 1998

ADMINISTRATIVE SECRETARIES

ARTICLE I - Recognition

The Board hereby recognizes the Commercial Township Administrative Secretaries whose primary job function is within the following positions:

Secretary to the Superintendent of Schools
Clerk To the Board Secretary
Secretary-Receptionist-Clerk
Secretary to the Principal

ARTICLE II - Grievance Procedure

The Administrative Secretaries shall follow the same Grievance Procedure as stated in the Commercial Township Supportive Staff Association/Commercial Township Board of Education Agreement.

ARTICLE III - Management Rights

It is expressly understood by the parties that the Board has not waived the rights, duties, and obligations imposed upon or vested in it by law.

ARTICLE IV - Employee Rights

- A. The Board and the Administrative Secretaries agree that neither shall coerce individual employees to either support or refrain from supporting any other public employee representative.
- B. The Board and the Administrative Secretaries agree that the Secretaries shall be permitted to wear pins of any public employee representative.
- C. No Administrative Secretary shall be disciplined or reprimanded without just cause.
- D. Full time employees shall receive two ten (10) minute breaks each working day. One ten minute break will be taken in the morning and one ten minute break will be taken in the afternoon.
- E. Any employee employed more than seven (7) months of any contract year shall receive credit for one (1) full year.

ARTICLE V - Leave of Absence

- A. Any employee is entitled to an annual leave of absence on account of personal illness at the rate of one (1) day per month and shall be accumulative.
- B. Death in the Immediate Family - Immediate family defined as mother, father, spouse, child, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, or any member of the immediate household: five (5) days leave.
- C. One (1) day shall be granted for a death of other relative or close friend.
- D. Three (3) days per year shall be granted for serious illness in the immediate family. Immediate family as B above. Maximum days that may be used for this is three (3) days in any one year.
- E. Other emergency of a personal nature, recognition of a religious holiday, court subpoena(s), marriage of the employee or immediate family, urgent personal business which cannot be handled outside of school hours, or other urgent emergency; three (3) days leave with prior approval of the Superintendent of Schools.
- F. Three (3) unused personal days per year may be accumulated as sick leave for succeeding years.

ARTICLE VI - Maternity Leave/Family Leave

- A. Such leave shall be provided as required by law and Court decisions.

ARTICLE VII - Fringe Benefits

- A. The Administrative Secretaries shall be eligible for the same salary increments and all fringe benefits awarded to the Commercial Township Supportive Staff Association.
- B. The Board shall pay the full premium for employee, family and dependent coverage where eligible, which consists of Blue Cross, Blue Shield, Rider J, and Major Medical Coverage. Such premium payments shall be for the full twelve (12) month period of the coverage year and shall continue every year thereafter.
- C. The Board agrees to pay full family drug and prescription plan (\$5.00 co-pay) for all employees. Carrier to be named by the Board of Education.
- D. The Board of Education shall provide full-time Administrative Secretaries and their eligible dependents with Delta III-A Dental Insurance.
- E. Retirement Sick Leave Accumulation

Upon retirement an employee, who has worked for the Commercial Township Board of Education for a minimum of ten continuous years prior to retirement shall be reimbursed at fifty percent of his final year daily salary for all accumulated sick leave. An employee considering retirement must advise the Superintendent in writing no later than November 1st of the year prior to retirement. Failure to advise by that date will delay payment until the second year after retirement. The method and date of payment shall be mutually determined by the retiree and the Board of Education.

Retirement, as it applies to paragraph D, is defined as leaving work permanently and applying for pension benefits.

ARTICLE VIII- Other Benefits

- A. Each member of the Administrative Secretaries group shall be eligible to attend two (2); the Fall and Spring Secretarial Conference each year. Requests for those attending those conferences shall be made to the Office of the Superintendent. Attendance, if approved by the Superintendent of Schools, shall cover legitimate fees and expenses, excluding mileage expense.
- B. The Administrative Secretaries will be reimbursed the cost of tuition for up to two (2) college courses per year. The cost for tuition shall be equal to the cost per credit at Rowen College of New Jersey.

ARTICLE IX - Work Year

- A. The normal work year for Administrative Secretaries will be 240 days.

ARTICLE X - Work Schedule

- A. The standard work year for Administrative Secretaries shall be a twelve month year.
- B. Administrative Secretaries shall work the school calendar. At the discretion of the Superintendent, when a definite need arises, an administrative secretary may be called in to work during a school holiday.
- C. The standard work week shall be thirty seven and one-half (37 1/2) hours per week. Any time worked beyond forty (40) hours must be authorized, before being worked, by the Superintendent. Overtime hours assigned by the Superintendent shall be reimbursed with compensatory time designated by the Superintendent. Compensatory time assigned by the Superintendent shall be equal to the overtime hours worked by the Secretary.

ARTICLE X - Work Schedule

D. Delayed Opening of School/School Closings

When schools are closed due to inclement weather the administrative secretaries may be required to come to work. When a delayed opening for schools is called, secretaries shall not have to report to work until 10:00 A.M. on such days.

E. Vacation time for Administrative Secretaries will be awarded as follows:

Secretary to the Superintendent

After 1 year of employment - 1 week vacation

After 2 years of employment - 2 weeks vacation

After 5 years of employment - 3 weeks vacation

Other Members of the Administrative Secretaries

After 1 year of employment - 1 week vacation

After 2 years of employment - 2 weeks vacation

After 10 years of employment - 3 weeks vacation

It must be noted that up to two weeks may be taken consecutively. The third week, when eligible, shall be taken throughout the school year with prior approval of the Superintendent.

F. All Administrative Secretaries are entitled to a regular work schedule, provided however, the Building Principals, or the Superintendent can alter the work schedule and place of assignment as the needs of the district in the sole discretion of the administration require.

ARTICLE XI - Seniority

- A. For the purpose of layoff or reduction in force, the Board shall utilize seniority of Administrative Secretaries and Supportive Staff Secretaries with the person having the shortest length of service within those job categories in the district being the first person laid off, or reduced.
- B. The Board retains the right, unlimited by this contract, to terminate any employee for cause or inefficiency.
- C. Seniority shall not be accumulated during the period of layoff. Upon recall, the appointed employee shall have his accumulated seniority to the date of layoff.
- D. No new employee may be hired while bargaining unit members who meet the necessary qualification are on layoff.
- E. All vacancies, including newly created positions, or those vacated due to promotions or resignations, are to be posted so that all administrative secretaries are aware of the openings. Any secretary may apply for the open position, whether it be promotional or transfer from one position to another.

ARTICLE XII - Miscellaneous

- A. If any portion of this Agreement is found to be contrary to law, then such portion shall be without effect, but all other portions of this Agreement shall continue in effect.
- B. This Agreement during its term shall constitute the complete understanding on all matters that were or could have been negotiated. The Board and the Association, expressly, specifically and intentionally relieve each other from any obligation that exists currently, or may arise during the term of this Agreement to engage in collective negotiations over any matter whatsoever.

ARTICLE XII - Miscellaneous

This Agreement constitutes Board Policy for the term of said agreement and the Board shall carry out the commitments contained herein and give them full force and effect as Board Policy.

ARTICLE XIII - Salary

A. Salary Increases

The Board of Education shall provide salary increases as follows:

1995-96 -	5%	plus a \$400.00 step increment.
1996-97 -	5.5%	plus a \$400.00 step increment.
1997-98 -	6%	plus a \$400.00 step increment.

The Executive Secretary shall receive an additional \$200.00 per year above the Administrative Secretarial increases.

B. Method of Payment and Salaries

Salaries for administrative secretaries shall be paid on the fifteenth (15th) and thirtieth (30th) of each month, in twenty-four (24) equal payments, unless said day falls on a weekend or holiday then the check shall be given on the last regular work day prior thereto.

ARTICLE XIV - Duration

This agreement shall commence effective July 1, 1995 and continue into effect until June 30, 1998.

For the Administrative Secretaries

Sharon Porter

Karen Hand

For the Board of Education

James M. Porello
President

Anthony J. Porello
Secretary